

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: Community Services Block Grant Service Providers

FROM: Leslie Taylor, Manager
Program Development and Technical Support

DATE: August 12, 2010

SUBJECT: 2009/2010 CSBG American Recovery and Reinvestment Act of 2009
(ARRA) Contract Amendment #2

Enclosed is Amendment #2 for the 2009/2010 CSBG American Recovery and Reinvestment Act (ARRA) of 2009 Contract. This amendment contains changes in specifically in ARRA Exhibit B of the contract. The changes included in this amendment are as follows:

- The term "spent" was changed to "obligate"...full contract allocation on or before September 30, 2010, to align with federal guidance on obligating not expending funds for the grant period
- Adds the option to submit twice monthly expenditure reports to allow more frequent payments; CSBG Service Provider must submit request to convert to twice monthly reporting in writing on agency letterhead signed by executive director with the signed CSBG ARRA amendment
- The reporting interval for the CSBG ARRA NPI Programs Report (CSD 901) and CSBG ARRA Client Characteristics (CSD 903-CCR) was modified to capture cumulative data to comply with new Office of Community Services reporting requirements
- The reporting interval the CSBG Fiscal Data – Other Funds (CSD 425 OF) and CSBG ARRA Fiscal Data –Other Resources (CSD 425 OR) was modified to capture the full contract period to comply with new Office of Community Services reporting requirements
- Establishes a close out period commencing October 1, 2010 – November 10, 2010
- Allows all costs associated with the close-out activities to be submitted on or before November 15, 2010
- Extends close – out due date from October 30, 2010 to November 15, 2010

CSD encourages each Service Provider to review the amended contract language in its entirety. Please contact your Field Representative with any questions regarding your 2009/2010 CSBG ARRA Amendment #2.

Enclosure

CONTRACTOR'S NAME

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval.
(Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
AGENCY NAME Department of Community Services and Development		
(Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Lisa Maestretti, Chief Financial Officer		
ADDRESS 389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		<input type="checkbox"/> Exempt per _____

2. ARRA Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 1, BUDGET, item C. is deleted in its entirety and replaced with the following B. 1. C. to read as follows:

“C. Contractor shall obligate its full contract allocation on or before September 30, 2010.”

3. ARRA EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 1, BUDGET, item D. has been added to read as follows:

“D. The close-out period will commence October 1, 2010 through November 10, 2010.”

4. ARRA Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 6. PAYMENT AND REPORTING REQUIREMENTS, item A. Payments, is deleted in its entirety and replaced with the following Exhibit B. 6. A. to read as follows:

“A. Payments

- 1) “CSD shall issue payments to Contractor upon receipt and approval of a certified expenditure activity report. The certified expenditure activity report shall specify the actual expenditures being billed to CSD for reimbursement.
- 2) All adjustments must be reported through Expenditure Activity Reporting Systems (EARS) under the report period in which the expenditures occurred.
- 3) Costs associated with the close-out activities shall be reported through the Expenditure Activity reporting system for the period of October 1, 2010 through November 10, 2010, under the report period labeled “99”.

5. ARRA Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 6. PAYMENT AND REPORTING REQUIREMENTS, item C. Twice Monthly Expenditure Reports, has been added as a new section to read as follows:

“C. Twice Monthly Expenditure Reports

- 1) Contractor may request expenditure payments twice monthly commencing with the August 2010 report interval via the Expenditure Activity Reporting System (EARS).

- 2) Contractor must request the twice monthly expenditure reporting option in writing on the Contractor's letterhead signed by the Executive Director. Below is the report intervals and due dates for the twice monthly reporting option. The contractor must submit an expenditure report irrespective of activity for all report intervals.

Twice Monthly Option	
Expenditure Report Intervals	Report Due Dates
August 1 – 15, 2010	August 20, 2010
August 16 – 30, 2010	September 5, 2010
September 1 – 15, 2010	September 20, 2010
September 16 – 30, 2010	October 5, 2010

6. Programmatic Reports is renumbered as section 6. PAYMENT AND REPORTING REQUIREMENTS, item D.

ARRA Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 6. PAYMENT AND REPORTING REQUIREMENTS item C. Programmatic Reports 2) Annual NPI Programs and Client Characteristics Reports, reporting due dates is deleted in its entirety and replaced with the following Exhibit B. 6. D. 2) reporting due dates:

Report Interval	Report Due Date
July 1, 2009 – Sept. 30, 2010	October 15, 2010

7. Community Services Block Grant Information System (CSBG/IS Survey) is renumbered as section 6. PAYMENT AND REPORTING REQUIREMENTS, item E.

ARRA Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 6. PAYMENT AND REPORTING REQUIREMENTS item D. Community Services Block Grant Information System (CSBG/IS Survey), is deleted in its entirety and replaced with the following Exhibit B. 6. E. to read as follows:

“E. Community Services Block Grant Information System (CSBG/IS Survey)

Contractor shall complete and submit to CSD an ARRA Community Services Block Grant Information System Survey no later than March 1, 2010 (covering July 1 – December 31, 2009) and November 15, 2010 (covering July 1, 2009 - September 30, 2010). The reports shall be submitted via email to CSBGRecovery@csd.ca.gov.

- a. CSBG Fiscal Data –Other Funds (CSD 425 OF)
- b. CSBG Fiscal Data—Other Resources (CSD 425 OR)

Report	Due November 15, 2010
CSD 425 OR	Covering the period: July 1, 2009 – September 30, 2010
CSD 425 OF	Covering the period: July 1, 2009 – September 30, 2010

8. Close-out Report is renumbered as section 6. PAYMENT AND REPORTING REQUIREMENTS, item F.

ARRA Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, section 6. PAYMENT AND REPORTING REQUIREMENTS item E. Close-out Report, is deleted in its entirety and replaced with the following Exhibit B. 6. F. to read as follows:

- “F. Contractors shall submit all the appropriate CSD close-out forms on or before November 15, 2010. Final reimbursement to Contractor, if owed, shall be contingent upon receipt of the close-out packet by CSD and subject to final review by CSD’s Audit Services Unit.
- 1) The close-out packet shall include the forms below which will be available on the CSD website www.csd.ca.gov.
 - a. CSD 925 Checklist and Certification of Documents Transmitted
 - b. CSD 925 C Program Income/Interest Earned Expenditure Report
 - c. CSD 925 D Equipment Inventory Schedule
 - 2) All close-out costs must be submitted by entry of the web-based Expenditure Activity Reporting System (EARS) on or before November 15, 2010 covering the period October 1, 2010 through November 10, 2010. These cost shall be submitted by using the “99” report interval in EARS.
 - 3) All adjustments must be submitted by entry onto the web-based Expenditure Activity Reporting System (EARS). Each adjustment must reflect the actual expenditure period when the adjustment occurred.
 - 4) Subsequent payments for CSBG ARRA and the issuance of other CSD contracts shall be contingent upon timely receipt of the close-out packet.”

All other terms and conditions shall remain the same.